

Department of Public Health
and Human Services

Section:
CASE MANAGEMENT

FOOD STAMP PROGRAM

Subject:
Cash Management

Supersedes: FS 1504-1 (10/01/05)

►Reference: 7 CFR 273.18; Montana Operations Manual (MOMS) Volume II,
Section 2-1200; SB 413 2007 Legislative Session

GENERAL RULE -- This policy establishes and maintains a system of internal controls over collections and deposits. The system provides a reasonable assurance that procedures for the collection of monies and the deposits are performed properly in the Offices of Public Assistance (OPA), Fiscal Bureau, Third Party Liability (TPL) Unit, and Child Support Enforcement Division (CSED).

**OFFICES OF
PUBLIC
ASSISTANCE**

1. Dual control for incoming collections should be implemented. One person should not perform multiple duties such as record keeping and completing the Payment Receipt Form (HCS-562). These duties should be kept separate. **Offices with one employee are the only exception to this rule.**
2. Open all sealed envelopes dropped off at the OPA. If the participant is present, request that he/she open the envelope for you. Do not mail a payment without including a Payment Receipt Form.
3. Checks and money orders must be paid to the order of: 'Department of Public Health and Human Services or DPHHS'. If a two-party check from an insurance company is accepted for Third Party Liability (TPL), the recipient must write in the endorsement space 'Pay to the order of DPHHS' and sign below.
4. Stamp all checks with the following endorsement at the time of initial receipt: 'For Deposit Only, To The Demand Account of the Montana State Treasury, DPHHS 6901'. **This is the only allowable endorsement.**
5. The check is immediately recorded on an internal log by the first person receiving it. The log shall contain the following information:

Check Date

Check/Money Order # (indicate if cash)

Payment Amount

'Payer' Name and Address

'Payee' Name and Social Security Number

Payment given to for Processing (employee name)

Employee Signature/Date (who received and logged payment)
Fiscal/TPL/CSED Receipt Received Date

6. Once the payment is entered on the log, give the payment to the 2nd staff member to enter the information on the Payment Receipt Form. A separate Payment Receipt Form needs to be completed for each payment. The staff member who enters the information on the log should not be the same person to fill out the Payment Receipt Form.

If the participant is present, make sure all the information is entered and he/she has signed and dated the Payment Receipt Form before he/she leaves.

Check/Money Order Processing: The 2nd staff member enters all the pertinent information on the Payment Receipt Form and staples the check to Fiscal Bureau's, TPL's, or CSED's (pink) copy. This form is filled out for each check/money order received.

Cash Processing: The 1st person who receives the cash counts it and enters the information on the log. The information is also written on the currency envelope along with the initials of the individual who accepted the cash. The cash and the envelope are delivered to the 2nd staff member to verify. While both staff members are present, complete the information on the envelope, place the cash inside, and seal the envelope. The 2nd staff person completes the Payment Receipt Form for each transaction and attaches Fiscal Bureau's, TPL's, or CSED's copies to the envelope.

Cash cannot be accepted for food stamp payments. It must be a check or money order.

Foreign Currency: Contact the Fiscal Bureau Accounts Receivable or Collection Supervisor to find out the rate of exchange immediately upon receipt.

Form Distribution: The first (**white** original) copy of the four-part Payment Receipt Form is given to the participant as a receipt. If the participant is not present, mail the receipt to the address on the envelope in which the payment was received.

The second and third part of the form (**yellow** and **pink**) is attached to the check/money order or cash envelope and sent to the TPL Unit, CSED, or Fiscal Bureau.

Separate the Child Support Payment Receipt Forms, TPL Unit Payment Receipt Forms and the Fiscal Bureau's forms. Using an adding machine or an Excel spreadsheet, add all the checks/money orders and currency for each batch. Attach a copy of the adding machine tape or the

spreadsheet to each batch of checks/money orders and/or currency, initial and date. Verify that the Payment Receipt Forms are already attached to the checks/currency.

► **Mailing:** Establish a daily deadline for all checks/money orders and currency to be processed. Mail every Friday or immediately upon receiving \$200 in cash or if the total collections exceed \$750. Send to **DPHHS/Fiscal, TPL Unit, or CSED** via regular mail.

CSED payments are mailed to: TAPP; CSED; PO BOX 5955; HELENA, MT 59620.

If you have questions concerning the CSED payments, contact Technical Accounting and Payment Processing (TAPP).

Examples of CSED payments:

- Child Support Repayment of Public Assistance Benefits
- Child Support received after approval for TANF

TPL Unit payments are mailed to: TPL UNIT; PO BOX 202953 HELENA, MT 59620.

If you have questions concerning TPL Unit payments, contact Lana Haynes.

Examples of payments sent to TPL:

- Third Party Liability (TPL)
- Accident Insurance Reimbursement
- Estate Recoveries
- Health Insurance Reimbursement
- Premium Payment
- VA Aid & Attendance
- Conditional Assistance

Examples of Medicaid payments:

- Excess Resources
- Unreported Income VA Unreported
- Special Needs Trust
- Conditional Assistance

All of the other payments listed on the form are mailed to: DPHHS/FISCAL; PO BOX 4210; HELENA, MT 59604.

► If you have Public Assistance Bureau questions or concerns, contact the individual program policy specialist.

Examples of other payments include:

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Food Stamp Allotment Repayment (*Cash **not** accepted*)
 Cash Assistance Repayment
 Interim Assistance Reimbursement (SSI)
 TANF Benefits
 Other TANF Supportive Service

The fourth part of the form (**gold**) is retained at the Office of Public Assistance and attached to the log.

Review log to identify and follow up on all missing yellow receipts from the Fiscal Bureau, TPL Unit, and/or CSED. If you have questions, contact Fiscal Bureau Accounts Receivable for help.

Once the Fiscal Bureau, CSED, or TPL Unit signs and dates their copies, they will detach the bottom (yellow) copy to send back to the OPA. The OPA then enters the date returned on the log and files the (**yellow**) copy in the recipient's case file as proof of deposit.

FISCAL BUREAU, TPL UNIT, OR CSED

1. Once the Fiscal Bureau, TPL Unit, or CSED receives the checks/ money orders or currency, the amounts on the adding machine tape or Excel spreadsheet should be verified with the Payment Receipt Forms.
2. The box checked on the Payment Receipt Form will correlate to a speed chart number.
3. Fiscal Bureau, TPL Unit, or CSED employee enters the date the payment is received, speed chart number if applicable, date the yellow copy is mailed to the OPA, Fiscal, TPL Unit, or for CSED, the CSED employee's signature and date. By entering this information, the Fiscal Bureau, TPL Unit, or CSED is confirming that they received the currency and/or checks attached to the Payment Receipt Form.

The Fiscal Bureau, TPL Unit, or CSED employee who receives the payment will detach and **mail** the second copy (**yellow**) of the **form back** to the originating OPA as a receipt of the checks/money orders and/or currency.

4. Fiscal Bureau, TPL Unit, and CSED follow their normal deposit procedures. In conjunction, TPL will verify the amount paid to the amount owed.

OPA SECURE AREA AND RETENTION

Safekeeping: During working and non-working hours the checks/money orders and currency are required to be secured in a safekeeping area. If the staff member must leave their work area while processing the deposit, lock the checks in the secured area until the staff member returns. A secured area is a fireproof locked box or safe not accessible by the public.

Keys are to be secured at all times. Preferably only two staff members should have access to these keys. An access registry for the keys shall be kept on file.

Retention: The log and the office copies of the forms will be kept on file for three Federal fiscal years (Oct 1 through Sept 30). The OPA is responsible to make sure the deposit receipt date is entered on the log for each payment sent to the TPL Unit, Fiscal Bureau or CSED.

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